

29 JUL 1969

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CIA ARCHIVES AND RECORDS CENTER

29 July 1969

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Your Note Reference the DDS Staff Meeting and the
Noon Meeting, Dtd. 23 July 1969

1. We have reviewed the A&RC Emergency Procedure, as requested, and find it working satisfactory. In fact we are currently alerted to be ready to respond at any time during the day or night while the President is out of the US.

2. We note with interest that [] has been asked to develop specifications for a building [] to house the Agency Archives. We do not understand, however, just what is meant by a "Special Activities" building. Are we to assume that since it is to contain and protect the Permanent records of the Agency that it will have the following features? --

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A. The Best in Security

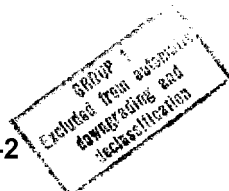
It must be remembered that the records to be housed in the building are being retained to document all the activities that the Agency and its predecessors have been engaged in since 1941. This fact means that there is necessarily a high degree of concentration of both Top Secret and Codeword records, as well as the most sensitive operational records to be found in the Federal Government. We realize that the records are old and inactive but never-the-less the fact remains that we cannot allow even old records to get into the wrong hands. It is for the above reasons that we recommend that the building be made as secure as modern means of construction and detection systems allow.

B. The Best in Temperature, Humidity, and Dust Removal Controls

The records to be housed in this building are the permanent, historical records that document the mission and functions of the Agency. In many instances they are now, and eventually all will become the only copies in existence. Since variations in temperature and humidity, and accumulations of dust are detrimental to the long life of records, the National Archives recommends that Archival

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records be stored in 72° temperature and 50% relative humidity at all times. They also recommend that the storage area be kept as free from dust and dirt as possible; therefore, the best and most reliable air conditioning and dust removal equipment should be installed in the building.

C. Adequate Working and Research Areas

The employees that will be arranging and processing these historical records into the Agency Archives will be professional archivists and should have adequate space to do a professional job. The historians that will be doing research into these records are Senior Staff Officers of the Agency and will need adequate cubicles in which to work undisturbed by surrounding activity. Because of the need-to-know, compartmentation, and special clearances required for the various Codeword records, this area must be separated from, but adjacent to, the stacks where all records are stored.



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